



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION

OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS SENIOR PSYCHIATRIST (SUPERVISOR)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age, religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**ATASCADERO STATE HOSPITAL
EMPLOYMENT OFFICE
10333 EL CAMINO REAL
P.O. BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384**

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305/TDD (559) 935-7120**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011**

**NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558
(707) 253-5611**

**PATTON STATE HOSPITAL
HUMAN RESOURCES-EXAMS/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SENIOR PSYCHIATRIST (SUPERVISOR)

SF10/7609

FINAL FILLING DATE: CONTINUOUS

FINAL FILE DATE	CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements mark the appropriate box on the application and complete the special testing arrangements questionnaire. The Selection Services Unit will contact you to make special testing arrangements.
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	Range U: \$19,412.00 - \$22,399.00 Range V: \$19,831.00 - \$22,936.00 The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required. NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.
MINIMUM QUALIFICATIONS	Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and <u>Either I</u> Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology, the American Osteopathic Board of Neurology and Psychiatry, or eligibility for examination for such a certificate as evidenced by a written statement from the Secretary of either Board. (Applicants who are in the process of establishing specialty board eligibility will be admitted to the examination but the required verification must be submitted for appointment.) <u>Or II</u> Completion within the past seven years of the following training and experience: 1. Three years of psychiatric residency training in programs approved by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry, two years of which must have been in a program approved for a minimum of two years of such training; and 2. Two years of experience in a psychiatric facility or on a hospital psychiatric service. (Candidates who are within six months of meeting these requirements may take the examination but they cannot be appointed until these requirements are met.)
SPECIAL PERSONAL CHARACTERISTICS	Patience; ability to handle stressful situations; and demonstrated leadership ability.
POSITION DESCRIPTION	Under general direction, to supervise physicians and other professional personnel giving psychiatric care to mentally ill patients; give psychiatric services to such patients; and do other related work.
POSITION LOCATION(S)	Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview weighted 100%. If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
Candidates who do not appear for the interview will be disqualified.

EXAMINATION SCOPE**QUALIFICATIONS APPRAISAL – WEIGHTED 100%****Knowledge of:**

1. Principles and methods of psychiatry and general medicine.
2. Current developments in the field of psychiatry, including mental retardation.
3. Principles of surgery and neurology.
4. Principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other ancillary medical services.
5. Principles and practices of personnel management.
6. Principles, methods, and objectives of training treatment personnel.
7. A supervisor's role in the implementation of the department's equal employment opportunity policy in hiring, promotion, and employee development and for maintaining a work environment that is free of discrimination and harassment.

Skill In:

1. Applying the principles and methods of psychiatry and general medicine.

Ability to:

1. Direct and coordinate the work of professional staff.
2. Analyze situations accurately and take effective action.
3. Effectively promote equal employment opportunity and maintain a work environment that is free from discrimination and harassment.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922